



Annual Internal Review

This report covers the time period of 7/1/2019 to 6/30/2020

MBE/WBE & Small Business Procurement Advisory Committee's (Official Name of Board or Commission)

The Board/Commission mission statement (per the City Code) is:

- 1) Review the city manager's report, as described in Sections 2-9(A-D)-18 (Program Review); and
 - 2) Recommend changes to the City Code provisions, adopted rules and regulations, and program operations.
- 1.** Describe the board's actions supporting their mission during the previous reporting period. Address all elements of the board's mission statement as provide in the relevant sections of the City Code.

The MBE/WBE & Small Business Procurement Advisory Committee's actions supporting their mission, during the reporting period of June 2019 – July 2020 has been interrupted due to the COVID-19 Pandemic. This disruption has impeded the board's ability to meet since February 2020. The board regularly receives reports and monitors the areas listed below.

MBE/WBE PROGRAM DEVELOPMENT & MONITORING:

SMBR Budget: Budget discussions were not held due to the COA's quarantine orders prohibiting in person meetings. Previously the board has received updates on annual department budget and made recommendations as appropriate.

Annual Internal Review: Received presentation on the 2019 Annual Internal Review and approved the report on the review.

City Solicitation and Goal Determination Process: Reviewed and

discussed solicitation and goal determination process.

Corridor Mobility Bond Program: Reviewed and monitored the Corridor Mobility Bond Program on MBE/WBE Outreach plan in support of the *Minority-Owned, Women-Owned and Small Business Enterprise Procurement Program ordinance:* Proposed revision to the MBE/WBE and Small Business Enterprise Procurement Program.

Disparity Study: Reviewed and monitored disparity study scope of work including the public input process, provided feedback and information as necessary for staff to administer and received presentation from consultant team undertaking the study as approved by the City Council.

B2GNow Software – continue to support SMBR in the implementation of software that will enhance the certification and compliance functions of the department to include efficiencies in delivery of services.

Third Party Resolution: Monitored agreements; facilitated presentations by Third Party Agreement participants; and made recommendations on the implementation of the resolution and associated processes.

MBE/WBE Training and Outreach

Continue to support SMBR, make recommendations on outreach opportunities/information sessions for small businesses and the promotion of City project procurement, support business development opportunities between the city and the small business, women and minority communities.

Policy and Reporting

Received updates and information on city policy affecting the MBE/WBE and Small Business Enterprise Procurement Program.

2. Determine if the board's actions throughout the year comply with the mission statement. The MBE/WBE & Small Business Enterprise Procurement Program Advisory Committee's actions did comply with the mission statement throughout the 2019 reporting period.

3. List the board's goals and objectives for the new calendar year.

The MBE/WBE & Small Business Procurement Program Advisory Committee's goals and objectives for the reporting period of July 2019 - June 2020 to include but are not limited to the following:

A. MBE/WBE PROGRAM DEVELOPMENT & MONITORING:

1. *Disparity Study:* Review and monitor disparity study implementation and provide feedback and information, as

necessary.

2. *Third Party Resolution:* Continue to monitor and make recommendations on the implementation of the resolution and associated processes and continue to review MBE/WBE and small business participation on third party projects.
3. *BSMBR Software Implementation:* Continue to monitor and discuss SMBR software implementation and to review and how this software implementation affects the city of Austin certified vendors.
4. *City Solicitation and Goal Determination Process:* continue discussions and recommendations to processes.
5. Continue to keep City Council apprised of MBE/WBE Program recommendations made by the advisory committee.

B. POLICY & REPORTING

Continue to review staff reports and recommend changes to the reporting methods and processes.

This Annual Internal Review was adopted by the MBE/WBE & Small Business Enterprise Procurement Program Advisory Committee on TBD.